



Town of Emmitsburg

Mayor Donald N. Briggs

Board of Commissioners
Timothy O'Donnell, *President*
Clifford Sweeney, *Vice President*
Glenn Blanchard, *Treasurer*
Joseph Ritz III
Elizabeth Buckman

Town Manager
Cathy Willets

Town Clerk
Madeline Shaw

TOWN MEETING AGENDA November 6, 2017– 7:30 p.m.

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. FUTURE MEETINGS

Parks and Recreation Committee Meeting: November 21st @ 7:30 p.m.

Christmas Tree Lighting Ceremony: December 4th @ 6:00 p.m.

Town Council Meeting: Tuesday December 5th @ 7:30 p.m.

4. MEETING ITEMS

A. APPROVE MINUTES: OCTOBER 2, 2017

B. POLICE REPORT

C. TOWN MANAGER'S REPORT

D. TOWN PLANNER'S REPORT

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS (DETAILS ATTACHED)

I. Proclamation of Municipal Government Works Month

II. Admin Business: Presentation of Open Meetings Act Updates

I. CONSENT AGENDA: 1 APPOINTMENT

J. TREASURER REPORT

K. PLANNING COMMISSION REPORT

L. AGENDA ITEMS (DETAILS ATTACHED)

I. Guest Speaker: President Timothy Trainor, Mount St. Mary's University

II. Catoctin-Ettes, Inc. Request for April 2018 6K Fundraiser Race

III. Update on MS-4 Permit.

IV. Holiday Parking for December- Meter Parking

M. SET AGENDA FOR NEXT MEETING: DECEMBER 5, 2017

5. SIGN APPROVED TEXT AMENDMENTS AND/OR RESOLUTIONS

6. ADJOURN

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A. APPROVE MINUTES: OCTOBER 2, 2017 & OCTOBER 16, 2017

**MINUTES
TOWN MEETING
October 2, 2017
Emmitsburg Town Office**

Present: Mayor Donald Briggs; Commissioners: Glenn Blanchard, Elizabeth Buckman, Joseph Ritz III, Clifford Sweeney, and Tim O'Donnell, President. **Staff Present:** Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; and Amy Naill, Code Enforcement Officer. **Others Present:** Deputy Ben Whitehouse.

I. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the October 2, 2017 Town Meeting to order at 7:30 p.m. Pledge of Allegiance was recited. A moment of silence was taken for the Las Vegas tragedy.

Note: Agenda was rearranged in courtesy of the re-elected official's families present.

Agenda #1- Swearing in of Mayor and Commissioner: The winning Mayor, Donald N. Briggs, was sworn in by Sandra Dalton, Frederick County Clerk of Circuit Court. The winning Commissioner, Joseph A. Ritz III, was sworn in by Mayor Donald N. Briggs. Remarks were given by the re-elected officials. Commissioner Ritz III thanked residents for voting for him, the other candidates, the election judges, and his family. Mayor Briggs explained he has been honored to serve as Mayor for six years, and he is looking forward to serving three more years. He reviewed the projects he has contributed to the past six years. Over the next three years, Mayor Briggs hopes to make the downtown area more pedestrian friendly, finish the State Highway Administration (SHA) projects, finish the new swimming pool, build a dog park, and continue to pursue sustainable projects that create a future for Emmitsburg.

Approval of Minutes

Motion to accept the meeting minutes from the September 5, 2017 Town Meeting as presented. Motion by Commissioner Buckman, second by Commissioner Sweeney. Motion carries 5-0 in Favor.

Police Report:

Deputy Whitehouse presented the police report from September 2017 (exhibit attached). Deputy Whitehouse mentioned more residents are calling 9-1-1 when they see suspicious activity. He explained there was approximately \$500 worth of damage to trees near Flat Run Creek from juveniles cutting down trees in a reforestation area. Also, a resident stole a whole unit of pet waste bags from a pet waste station. Ms. Willets added the bags cost about \$150 a bundle. Deputy Whitehouse encouraged residents to lock their cars and vehicles to help reduce theft. He directed the Board's attention to the last page of his police report, which records the number of incidents at the intersection of Lincoln Avenue and South Seton Avenue between January 1, 2011 and September 18, 2017.

Town Managers Report:

Cathy Willets, Town Manager, presented the Town Manager's Report from August 2017 (exhibit attached). Ms. Willets mentioned staff conducted a maintenance check on the streetlights around town. Staff continues to work on the ball fields, installing a new Community Park fence, and SHA related tasks. Rainbow Lake is .6 inches below spillway level. In August 2017 the wells were 7.25 ft below their optimal May 2011 level. Ms. Willets explained the LG Sonic Algae Control System is working wonderfully now that the system is receiving signal. There were no spills of untreated sewerage in the month of August 2017, and the Waste Water Treatment Plant (WWTP) did not exceed capacity during August. Ms. Willets explained larger right turn only signs are being installed on Lincoln Avenue with the hopes of reducing traffic accidents at the intersection of Lincoln Avenue and South Seton Avenue. Ms. Willets concluded by referencing the Fluid Pinpointing Services, Inc. leak detection test results, which is in the October 2, 2017 agenda packet. She explained the contractor will come back at least once a year to help reduce leaks in the Town's aging infrastructure, and the services were presented with the fiscal year 2018 budget.

Town Planners Report:

Cathy Willets, Town Manager, presented the Town Planner's Report from August 2017 (exhibit attached). Ms. Willets mentioned Susan Cipperly, Town Planner, has been busy with the SHA projects, and Ms. Cipperly has been attending MS-4 storm water management meetings. The Board will get an update at the November 6, 2017 Town Meeting on the MS-4 permit. The upcoming projects of Ms. Cipperly includes a Board of Appeals meeting, Planning Commission meeting, and Geographical Information System (GIS) work. Ms. Cipperly is also working on getting the trees removed at the Emmet Garden's playground site.

Commissioner Comments:

- Commissioner Ritz III: He inquired about seating adjustments of the Board.
- Commissioner Sweeney: He inquired about the areas of sidewalk that do not have concrete yet. Ms. Willets explained SHA will use the areas for trees and streetlight conduits.
- Commissioner Buckman: She explained the Citizen's Advisory Committee is requesting a water bottle fountain in Community Park, a bridge going over Willow Rill, and more access points into Community Park through the current fence. She also thanked Catocin High School Safe for a fundraising event, and residents for providing food/drinks to the SHA construction workers. She encouraged town staff to consider a pet waste station that uses grocery bags.
- Commissioner Blanchard: He congratulated Mayor Briggs and Commissioner Ritz III on getting reelected. He encouraged the Board to continue working as a team and improving the Town with a positive mindset.
- Commissioner O'Donnell: He congratulated Mayor Briggs and Commissioner Ritz III, and expressed thanks to the election judges and those who contributed to the elections. He also met with Mount St. Mary's (MSM) in regards to students living off campus. He reminded residents to wear helmets while bike riding. He concluded by encouraging the Board to continue working together.

Mayor's Comments:

Mayor Briggs attended numerous meetings/events in September 2017. Mayor Briggs highlighted several meetings to include the National Fallen Fire Fighters Memorial Service, a meeting on adding an afternoon TransIt bus ride to the northern part of Frederick County, the swearing in ceremony of the election judges, a green team meeting, and a constitution day celebration at MSM. The Emmitsburg Business and Professionals Association (EBPA) had their free breakfast in September for local businesses. He attended a meeting with MSM on students living off-campus in Town. He hopes to get student rental properties preapproved for mold and fire safety. He reiterated the project completion dates for the Town projects. Mayor Briggs explained the Town is hoping to get grant funding to reduce landfill waste and have a local composting program site; he will keep the Board updated. In regards to the preapproved student housing, MSM would certify the rental properties with guidelines the University establishes.

Public Comments: None.

Administrative Business:

- Consideration of a Fund Regarding Accrued Leave at Separation of Employment: Cathy Willets, Town Manager, presented the consideration of a fund regarding accrued leave at separation of employment. Ms. Willets explained when the prior Town Manager retired, there was a large amount of accrued leave paid, and if several long term employees retired at the same time now, there would be a large payout. Town staff would like to have a specific fund set aside for all employees, and auditing requirements dictate payouts cannot be made from the general fund (fund 1). As of June 30, 2017, if every employee left, the payout would be \$128,320. Town staff recommends creating a line item in fund 2 with an initial transfer of \$32,000. There was discussion over a use-it-or-lose-it vacation policy. Ms. Willets explained the current amount will need funding regardless of future policy changes. She clarified when the auditors are finished auditing in October 2017, there will be a \$130,000 excess that is transferred to fund 2. Town staff would like to have that amount go to accrued leave, but the Board can determine to budget the money elsewhere if desired. There was discussion over the Town's current leave policy. Commissioner O'Donnell agreed the current vacation policy is a draw for new hires. Ms. Willets added 25% of the total payout amount is not required, but she would like to get the fund started. Commissioner Sweeney recommended paying out vacation at the end of the year. Ms. Willets explained some staff save their leave for family emergencies. Mayor Briggs added staff also set aside vacation to help fund retirement. The Board agreed 20-25% was

sufficient and approved staff to create a line item. The Board requested staff research a policy requiring staff to take five consecutive days off each year.

Consent Agenda:

Re-appointment of Richard Kapriva to the Board of Appeals. Term: 10/17/2017 to 10/17/2020. Vote: 5-0 in Favor.

Treasurer's Report:

Commissioner Blanchard presented the Treasurer's Report for September 2017 (exhibit attached). Commissioner Blanchard mentioned the operating balance forward is \$5,285,478. The law enforcement check is a quarterly bill.

Planning Commission Report:

Commissioner Sweeney presented the Planning Commission Report from September 2017. He explained Lot 38 in Emmitt Gardens was split in half with the consent of the Planning Commission.

II. Agenda Items

Agenda #2- Reorganization of the Board of Commissioners: Mayor Briggs recommend the Board remain in its current organization with Timothy O'Donnell as President, Commissioner Sweeney as Vice President, Commissioner Blanchard as Treasurer, Joseph Ritz III as the liaison for the Parks and Recreation Committee, Commissioner Sweeney as the liaison for the Planning Commission, and Commissioner Buckman as the liaison for the Citizen's Advisory Committee. Commissioner Ritz III requested a liaison swap. No liaison swaps were made.

Motion: To accept the Mayor's recommendations for the reorganization of the Board of Commissioners as of October 2, 2017. Motion by Commissioner Blanchard, second by Commissioner Ritz III. Motion carries 5-0 in Favor.

Agenda #3- Updates on community related projects such as the SHA sidewalk, Flat Run Bridge, square project, dog park, etc.: Cathy Willets, Town Manager, presented the project updates for the Town of Emmitsburg as of October 2, 2017. She explained the presentation is a highlight of the Town's five biggest projects at the moment.

- *Emmitt Garden Playground:* Ms. Willets stated the Application for the Alternation of Any Floodplain, Waterway, Tidal, or Non-Tidal Wetland in Maryland was submitted 09/26/2017 to Maryland Department of the Environment (MDE). The total estimated cost of the project is \$16,930.00 of which \$10,000 would be funded by a Project Open Space grant. Once the Town receives approval from MDE, the Town can proceed, but it may take up to 180 days to get approval. There was discussion over MDE and approvals. There are no foreseen landscaping needs at the playground site.
- *Route 140 Square Revitalization/Sidewalk Project:* The estimated date of completion is Spring 2018 and the project is 35.7% complete. The goal is to complete East Main Street before turning back towards West Main Street. The connection to Timbermill will occur at the end of the sidewalk work. There was discussion about SHA completing a sidewalk section along North Seton Avenue. Romano Construction has five outstanding invoices totaling \$7,520.44 for damage to Town waterlines and street lights. Commissioner O'Donnell requested Town staff continue to update local businesses on work.
- *Route 140 Flat Run Bridge Project:* The estimated date of completion is December 2019, and the project is 30.7% complete. Work wise, phase one of the stream diversion has been completed, and a portable sediment tank and demolition of the southwest quadrant is complete. Next steps include saw cutting the bridge deck, which will lead into the demo of bridge. Negotiations over waterline work continues.
- *Community Park Swimming Pool:* The estimated completed date is May 2018, and the project is 33% complete. So far the leak survey, drawings, permitting, demolition of old pool, widening of deep end, and installation of interior lights have been completed. Next steps include installing a rebar cage in the pool shell and shooting the concrete shell of the pool. There is a slight problem of a spring leaking into the pool which is causing extra work, but the estimated date of completion remains the same. Funding wise, the total cost of the pool is \$324,987.00. There is a \$217,000 Community Parks and Playground (CP&P) grant. To date \$158,262.50 has been spent on building the new pool.
- *Community Park Dog Park:* The estimated date of completion is late winter/early spring 2018. The site has been cleared. The next steps include installing the fence, mulching the site, installing a waterline, and adding amenities. The Board requested town staff consider grass in the future. Funding wise, the total estimated cost is \$33,775.75, which was over estimated to be safe. The Town received \$13,000 from a

Project Open Space grant and \$1,865 from donations, which makes the remaining cost to be funded by the Town \$18,910.75. The Town hopes to find more grants or raise the remaining cost through donations.

Agenda #4- New Route 140 Bridge at Flat Run dedication requested in the name of Terry L. Myers: Mayor Briggs presented the bridge dedication request in the name of Terry L. Myers. He explained Terry L. Myers was the first member of the Vigilant Hose Company who died in the line of duty. He is requesting the Board approve the dedication to honor the Myer's family, Vigilant Hose Fire Company, and the service members that visit our community.

Motion: To support the moving forward for the Flat Run Bridge dedication for Terry L. Myers.
Motion by Commissioner Buckman, second by Commissioner Blanchard. Motion carries 5-0 in favor.

Set Agenda Items for November 6, 2017 Town Meeting

1. Guest Speaker: President Timothy Trainor, Mount St. Mary's University
2. Update on MS-4 Permit.
3. Holiday Parking for December- Meter Parking

Motion to accept the November 6, 2017 Town Meeting agenda as presented.

Motion by Commissioner Sweeney, second by Commissioner Ritz III. Motion carries 5-0 in Favor.

Ms. Willets reminded the Board there will be a public hearing on October 16, 2017.

III. Sign Approved Text Amendments and/or Resolutions

IV. Adjournment

With no further business, the October 2, 2017 Town Meeting was adjourned at 10:07 p.m.
Motion by Commissioner Ritz III, second by Commissioner Blanchard.

Respectfully submitted,

Madeline Shaw, Town Clerk
Minutes Approved:

Draft

MINUTES
SPECIAL – PUBLIC HEARING:
SERVICE LINE WARRANTY PROGRAM
October 16, 2017 – 7:30 p.m.
Emmitsburg Town Office

Present: Mayor Donald Briggs; Commissioners: Elizabeth Buckman, Joseph Ritz III, Clifford Sweeney, and Tim O'Donnell, President. **Staff Present:** Cathy Willets, Town Manager; Madeline Shaw, Town Clerk; and Amy Naill, Code Enforcement Officer. **Absent:** Glenn Blanchard.

Notice was hereby given, that the Town of Emmitsburg, a Maryland municipal corporation, has requested “resident input on pursuing a service line warranty program through the National League of Cities (NLC). Currently Emmitsburg homeowners are responsible for water line repairs from the curb box to the building structure, and sewer repairs from the property line to the building structure (*Policy 17-03*). The NLC Service Line Warranty Program gives residents who have not set aside money to pay for utility line repairs the opportunity to obtain a low cost warranty that will provide repairs on leaking, clogged or broken water and sewer lines for a low monthly fee, with no deductibles or service fees. The work is performed by licensed, local plumbers who will call the customer within one hour of filing a claim. The repair is performed typically within 24 hours. For more information, residents were encouraged to attend the public hearing.”

The Public Hearing was advertised in the following methods:

- Public Notice on Town’s Website Calendar – 9/29/2017
- Public Notice on Town’s Facebook Calendar – 9/29/2017
- Public Notice via Flyers On Town’s Bulletin Boards – 9/27/2017
- Public Notice on Channel 99 – 09/27/2017
- Public Notice in the Town’s 3rd Quarter Water Bill Newsletter – Mailed 09/29/2017
- Public Notice via the Monument Sign in front of the Emmitsburg Community Center – 10/10/2017
- Newspaper Publications – 10/01/2017 to 10/31/2017 – Emmitsburg News Journal, The Catoctin Banner

II. Call to Order

Commissioner Tim O'Donnell, President of the Board of Commissioners, called the October 16, 2017 Public Hearing to order at 7:30 p.m. Pledge of Allegiance was recited. Upcoming meetings were announced.

II. Agenda Items

Agenda #1- Presentation: National League of Cities (NLC) Service Line Warranty Program: Commissioner O'Donnell welcomed the residents in attendance and explained a public hearing was held to receive public comments regarding residents interest in pursuing a service line warranty program through the National League of Cities (NLC). Rob Meston, Regional Water Team Manager with National League of Cities (NLC), gave a presentation on the service line warranty program.

Request for Public Comment: Speakers were asked to state their name and address for the record.

Speaker(s):

1. *Conrad Flessner, 11 Seton Place, Emmitsburg*

Note: Commissioner Sweeney arrived at 8:05 p.m.

The Board discussed logistics, concerns, and endorsement of the NLC service line warranty program.

III. Adjournment

Motion to close the meeting by Commissioner Ritz III, second by Commissioner Buckman. Seeing no one else wishing to speak, the October 16, 2017 Public Hearing was adjourned at 8:50 p.m. EST.

Respectfully submitted,
Madeline Shaw, Town Clerk
Approved:

B. POLICE REPORT: Presentation by deputies at the meeting.

C. TOWN MANAGER'S REPORT

**Town Manager's Report
September 2017
Prepared by Cathy Willets**

Streets:

- Staff put up Fallen Firefighter banners on street light poles
- Staff installed No Parking signs, trimmed tree branches, and painted white lines on Warthens Way.
- Staff weed ate and weed killed around guardrails at end of DePaul St., Welty Ave. and Emmit Gardens Park.
- Staff added a Children at Play sign by entrance to Carrick Ct.
- Staff repaired street lights on East and West Main St (bulbs, fixtures and poles).
- Staff put a new photo cell on street light control box on Timbermill Run.

Sidewalk and Bridge Project:

- Staff straightened and replaced curb boxes on East & West Main St.
- Staff put two new streetlight poles and fixtures on West Main St.
- Staff worked with contractor to repair damaged street light conduit and wiring damaged by sidewalk contractor on East Main St.

Parks:

- Staff mowed, trimmed, weed killed in parks.
- Staff took out some old post and cable. Staff continued work on installing new board fence along Community park road.
- Contractor conducted inspections and tested all the emergency warning sirens. Everything found in good working order.

Water:

- Rainbow Lake is .4" below the spillway level (normal is 16.6 feet).
- The roughing filters are being backwashed six times a day and the DE filters are being done three times per week.
- Our wells are now on average 11.75' below their May 2011 levels.
- Water production and consumption. We produced an average of 285,079 GPD. We consumed an average of 250,104 GPD. The difference is "Backwash Water" ... (19.30%).
 - 48.5% of this water came from wells.
 - 4.7% of this water came from Mt. St. Mary's.
 - 46.8% of this water came from Rainbow Lake.

We purchased 420,900 gallons of water from MSM this month.

Wastewater:

- We received about 2.05" of precipitation this month (the average is 4.25").
 - We have a precipitation **SURPLUS** of 3.45" over the last six months (was 4.79" surplus). The average precipitation for the period from April 1 through September 30 is 25.15". We have received 28.6" for that period.

- Wastewater Treatment:
 - We treated an average of 427,000 GPD (consumed 250,104 GPD) which means that 41.4% of the wastewater treated this month was "wild water".
 - We had no spills of untreated sewerage in the month of August.

Trash: Trash pickup will remain Mondays for the remainder of the month of November.

Meetings Attended:

- 09/05 Met with Mayor to discuss agenda
- 09/05 Attended Town Meeting
- 09/06 Met with HR consultant
- 09/06 Attended election judges swearing in ceremony
- 09/07 Met with Mayor
- 09/12 Met with Mayor
- 09/13 Attended staff meeting with water and sewer department
- 09/13 Met with Town Accountant regarding employee payout fund and comp time
- 09/14 Attended meeting with SHA, staff and contractor regarding bridge project
- 09/19 Met with a representative from Chamber of Commerce
- 09/19 Lockdown drill at town office
- 09/19 Attended EBPA/Town Office breakfast
- 09/21 Attended department head meeting
- 09/22 Attended support staff meeting
- 09/25 Met with Mayor
- 09/25 Met with deputies re: Lincoln Ave. and South Seton Ave.
- 09/26 Election
- 09/27 Met with Dir. Of Public Works & Water/Sewer Supt.
- 09/28 Met with Mayor
- 09/28 Attended meeting with SHA, contractor regarding bridge project

PARKING ENFORCEMENT REPORT
September 2017

Overtime Parking	62
Restricted Parking Zone	3
Street Sweeping	6
Parked in Crosswalk	
Parked on Sidewalk	
Parked Blocking Road	
Parked by Fire Hydrant	
Parked on Highway	
Failure to Park between Lines	
Other Violation	
Left Side Parking	1
Meter Money	\$769.14
Parking Permits	\$230.00
Meter Bag Rental	\$4.00
Parking Ticket Money	\$420.00
Funerals	1
Total:	\$1,423.14

D. TOWN PLANNER'S REPORT

Town Planner's Report
September 2017
Prepared by Susan H. Cipperly, AICP

1. **Town Meeting 9/5:** Presented proposed Zoning Ordinance changes related to Place of Worship.
2. **Planning Commission meeting 9/25:** Prepared comments for record plat for lot on Park Drive in Emmitt Gardens. Application approved.
3. **Flat Run Bridge:** Coordinated with State Highway Administration (SHA) re meetings, questions. Met with contractors, town staff, SHA for progress meetings. SHA Meeting 9/28.
4. **Sidewalk Project:** Met with town staff, SHA, and contractors in Emmitsburg as needed. Fielded questions/complaints from residents along the work route and forwarded them to SHA project manager. Took photographs for website and posterity. Provide info to parking enforcement and office manager regarding areas that would need to be designated No Parking. Sent e-mails to business community as needed. Meeting 9/14 with SHA and Contractor.
5. **Community Legacy:** Worked on Oct. 1 Quarterly Reports for FY2017: Project 00303, Façade & Restoration program; and Project 00416 Square Rehabilitation. Worked on FY2016 report for Project 00221 Façade & Restoration program.
9/12/17 Met with Sustainable Communities Work Group to review Community Legacy permit applications. Two applications approved and sent to MHT for review. Both involved window replacement.
6. **Sustainable Communities program:** Provided additional information to DHCD regarding 5-year renewal application (results by mid-November.)
7. **Dog Park** -- Provided info to potential responders to RFP. Received and reviewed bids for dog park fencing project. Met with C. Willets on Sept. 12 to award contract. Follow-up with Long Fence, successful bidder re agreement. Madeline Shaw notified unsuccessful respondents.
8. **Emmit Gardens Play Area.** Mailed (7 copies) of Non-tidal floodplain permit application to MDE. Also need to complete Town floodplain permit once State review is complete.
9. **Emmit Gardens dead Pine tree.** Contacted Potomac Edison via electronic system. Received notice that their Environmental section will look into it.
10. Enforcement -- letters regarding several and various activity without permits.
11. Permits: Provided info and issued permits for shed, fences, porch repairs, etc., and responded to business inquiries. Village Liquors name change to Emmitsburg Liquors. Signed off with liquor board. Worked with County and owner re fill/grading permit for land east of 507 E. Main.
12. Businesses. Attended EBPA/Town business breakfast on 9/20.
Continued work on business address/phone/email list with A. Naill, in response to request from Frederick County Economic Development. Will also be useful for EBPA map/brochure update.

Upcoming projects/activity as of October, 2017 - Planning and Zoning:

GIS Water/sewer mapping with ALWI consultants per contract, followed by input of data.

MS-4 (Municipal Separate Storm Sewer System) permit report for 2016 and 2017 completed before December 2017. Next phase of MS-4 involves development of projects that will give the town credits toward reducing the impacts of impervious surfaces relative to stormwater runoff, pollution, groundwater recharge. This is a major project. Attended stormwater/floodplain conference Oct. 12 in Linthicum Heights, MD. Update Town Board on Nov. 6.

Planning Commission Oct. 30: Present information regarding potential zoning ordinance updates to deal with B&B, inns, hotels, motels, etc. given current situation with online marketing/reservation systems.

Community Legacy: Processing for facade projects after MD Historical Trust (MHT) review.

Emmit Gardens playground MDE application follow up.

Board of Appeals: Contact new alternate regarding training requirements and arrange BOA meeting to undertake reorganization, since there have been new members appointed.

Enforcement: There are several enforcement issues that have been backlogged due to other activity taking precedence. Need to follow up with property owners and Frederick County regarding violations.

Ordinance amendments and revisions: There are topics that have arisen that indicate a need to update sections of the ordinance to reflect newer practices and uses, and to assure that the ordinance meets current legal standards relative to items such as sign regulation, short-term rentals, etc.

Emmit Gardens trees: Continue communication with Potomac Edison regarding one dead White Pine tree located between the utility lines and Flat Run, on town land, to see whether PE would remove it.

E. COMMISSIONER COMMENTS

F. MAYOR'S COMMENTS

G. PUBLIC COMMENTS

H. ADMINISTRATIVE BUSINESS

I. Proclamation of Municipal Government Works Month: Presentation by

Proclamation

MUNICIPAL GOVERNMENT WORKS MONTH NOVEMBER 2017

The Mayor and Council of the Town of Emmitsburg proclaim November to be Municipal Government Works Month.

WHEREAS, the Town was established in 1785; and

WHEREAS, Maryland is home to 156 other municipalities; and

WHEREAS, municipal government represents the most responsive level of government, allowing citizens to have direct access to elected officials; and

WHEREAS, in an effort to educate citizens about municipal government and the importance of their participation, the Town of Emmitsburg is proud to promote municipal government awareness; and

WHEREAS, municipalities have enhanced the quality of life for their respective residents maintaining natural and historic sites and structures and helping to make Maryland a great place to live, work, play and explore.

NOW, THEREFORE, BE IT PROCLAIMED, that the Mayor and Council of the Town of Emmitsburg, Maryland do hereby join the Maryland Municipal League in declaring November 2017 to be Municipal Government Works Month in Emmitsburg.

ADOPTED this _____ day of _____, 2017.

Donald N. Briggs
Mayor

Timothy O'Donnell, President
Board of Commissioners

ADMINISTRATIVE BUSINESS CONTINUED:

- II. Admin Business: Presentation of Open Meetings Act Updates:**
Presentation by Madeline Shaw, Town Clerk, at the meeting.

I. CONSENT AGENDA

I. 1 Resignation:

Resignation of Brian Neville from the Citizen’s Advisory Committee

II. 1 Appointment

Appointment of Frank Davis to the Planning Commission.

Term: 01/02/2018 – 07/02/2022

J. TREASURER REPORT

**Town of Emmitsburg
 CASH ACTIVITY as of October 31, 2017**

\$5,261,252	Cash Balance October 1, 2017
698,576	Deposits
<u>-484,611</u>	Withdrawals
\$5,475,217	Operating Balance Forward

<u>Check Amount</u>	<u>Vendor Name</u>	<u>Description</u>	<u>Check Date</u>	<u>Check Number</u>
\$134,064	State Highway Administration	Waterline work on MD 140 - Creamery to Timbermill	10.04.17	37554
91,188	Make N Waves	Draw #2 - Pool - 25%	10.25.17	37629
67,786	Treasurer of Frederick County	1Q FY18 Law Enforcement	10.04.17	37539
23,639	Comptroller of Maryland	1Q FY18 Bay Restoration Fee	10.04.17	37542
20,561	MD Dept of Budget & Mgmt	Sep 17 Health Insurance	10.04.17	37541
12,663	UGI Energy Services	Aug 17 Solar Field #1	09.27.17	37528
12,494	UGI Energy Services	Aug 17 Solar Field #2	09.27.17	37528
8,484	Dixie Electric Inc	Repair Broken Conduit	10.18.17	37595
6,026	Republic Services	Oct 17 Residential Refuse Services	10.11.17	37559
5,356	Univar USA Inc	Almn Sulfate	10.11.17	37586

Ck dates 09.27.17 to 10.31.17

K. PLANNING COMMISSION REPORT: Presentation at the meeting.

L. AGENDA ITEMS:

I. Guest Speaker: President Timothy Trainor, Mount St. Mary's University.

AGENDA ITEMS CONTINUED:

- II. Catoctin-Ettes, Inc. Request for April 2018 6K Fundraiser Race:** Presentation at the meeting by Kristin Miller, Chair, and, Tina Nichols, Co-Chair, with Catoctin-Ettes, Inc.

Dear Honorable Mayor Briggs, Board of Commissioners and Town Manager of Emmitsburg, Maryland:

The Catoctin-Ettes, inc., a local non-profit youth organization, 501 c (3), would like the opportunity to offer a 6K Run in the town of Emmitsburg as a fundraiser for the organization. The Catoctin-Ettes has been an active organization in the towns of Emmitsburg and Thurmont for more than 40 years. What better way to bring additional revenue to the town on race day, as well as provide a great, healthy activity for young and old alike in the community and surrounding areas than to provide a 6K Run!

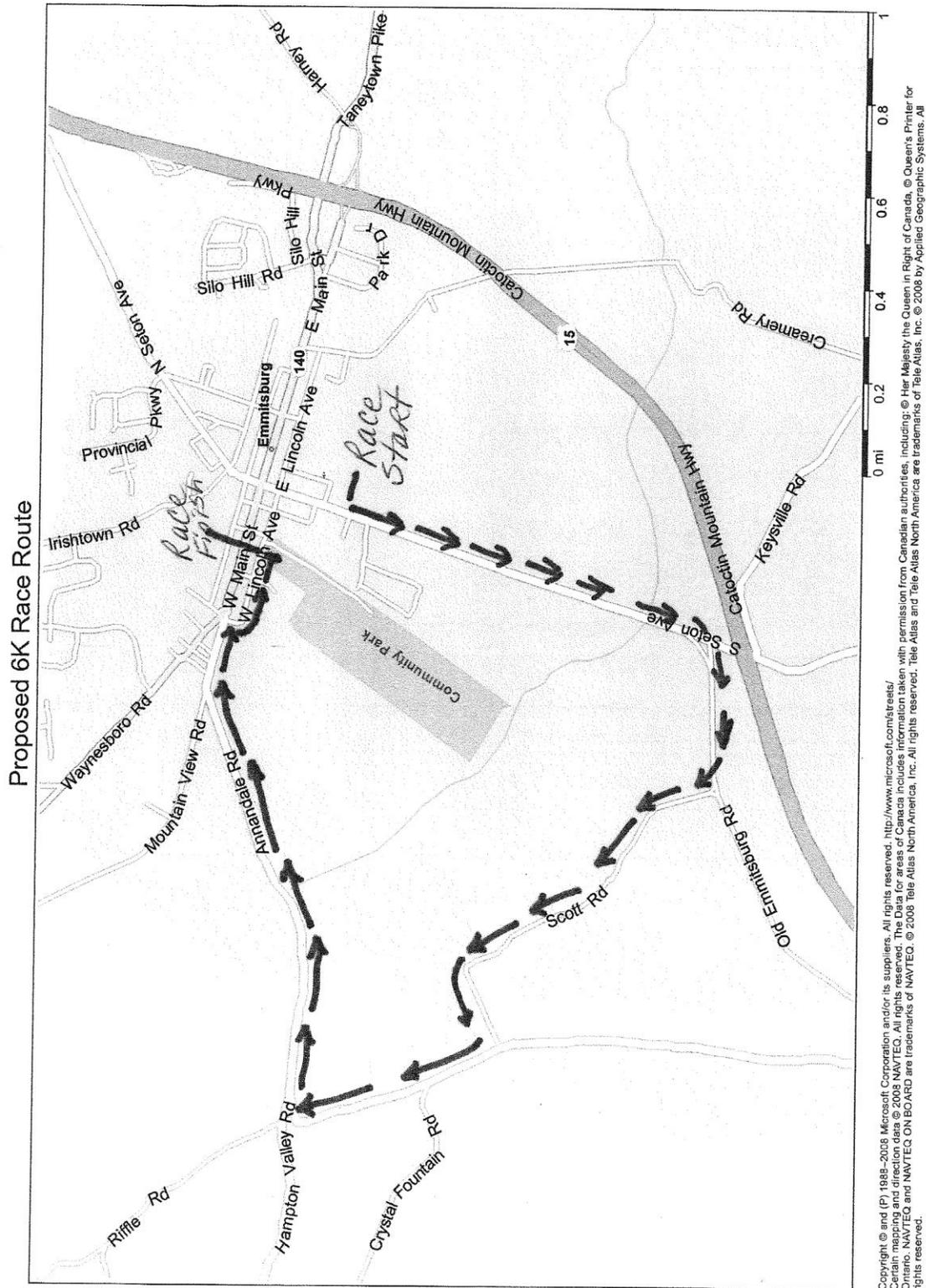
Event organizers have been asked to provide the following information to town officials for its consideration:

1. Date: Saturday, April 21, 2018 or Saturday, April 14, 2018
(Please Note: If these dates would conflict with other activities in the community, we can consider other dates that do not pose a logistical issue)
2. Event Times as follows:
Race Registration/Bib Pick-up – 7:30 a.m.
Race Begins – 8:00 a.m.
Estimated End of Race – 9:30 a.m.
3. Estimated Race Participants: 100
4. Liability Insurance: Copy of Certificate of Liability Insurance Enclosed
5. Race will benefit the Catoctin-Ettes, inc., which is a twirling, color guard, and percussion marching corps
6. Event proceeds will go toward competition entry fees for the Corps members
7. The event would provide an opportunity for individuals, young and old alike, to participate in an event promoting physical health and fun competition. Event organizers expect to draw participants from not only the local community, but also surrounding areas who would patronize the town's businesses, as well as see what Emmitsburg has to offer. That in turn would encourage these individuals to return and hopefully bring others in the future.
8. With regards to the town's support, it would come in the way of emergency crews to support runners who may be in need of medical attention and assistance with any road closures that may be necessary to protect the safety of the event's participants. Additionally, any appropriate signage that would alert motorists of pedestrians on the roadway would be needed.
9. We would like to begin the race at the Community Building and end the race at the Community Park. I have attached a map of the proposed course for the event. Event organizers anticipate the completion of the event within 1 ½ hours from the start of the race at 8:00 a.m. By starting the race at the Community Building, our goal is to have South Seton Avenue re-opened within a short time after the start of the race since it is a main throughway to Route 15. Additionally, we would like keep the race course off of Main Street due to traffic concerns in downtown Emmitsburg.

On behalf of the Catoctin-Ettes, Inc., we would like thank you for your time and consideration with this proposed event in the Town Of Emmitsburg.

Sincerely,





AGENDA ITEMS CONTINUED:

- III. Update on MS-4 Permit:** Presentation by Town staff at meeting.

AGENDA ITEMS CONTINUED:

- IV. Holiday Parking for December- Meter Parking:** Presentation by Town staff at meeting.

Town staff recommendation: For the Holiday Season, free metered parking from Friday December 15, 2017 through Tuesday January 2, 2018.

M. SET AGENDA FOR NEXT MEETING: DECEMBER 5, 2017 @ 7:30 P.M.

- 1.
- 2.
- 3.
- 4.